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Location: President's Conference Room, 201 Sikes Hall

Attendees: Matt Dunbar, *Chairman, presiding*; Jim Hendrix, Bob Green, Rose Ellen Davis-Gross, Sally Mauldin

I. Welcome and Call to Order

Mr. Dunbar called the meeting to order at 2:35 p.m.

II. Approval of Minutes of June 13, 2013

A quorum was not present, therefore the minutes were not approved.

III. Financial Report

Wil Brasington reported a current cash balance of \$45,566.

VII. Review of Updated Cemetery Policies and Procedures

The Committee discussed changes to the Cemetery Policies and Procedures adopted by the Board of Trustees at their October meeting. After discussion, some Committee members wished to let the record show their concern about the new procedure that mandates eligible persons will no longer receive a particular plot assignment upon request, but will instead receive a reservation for a plot assignment at the time of the death. The Committee also discussed the need to ensure that local funeral homes abide by the policies and obtain approval from the Board Office prior to making any burials in the Cemetery

Action Item: The Board Office will contact local funeral homes to advise them of the approval procedures for burials.

VI. Plot Inventory Review

The Committee reviewed plot inventory data compiled by the Board Office in December. The inventory as of December 4, 2013 included 505 full burial plots and 90 cremation plots. Of the full burial plots, 201 are occupied, 183 are assigned but unoccupied and 121 are unassigned. Of the cremation plots, 13 are occupied, 54 are assigned but unoccupied and 23 are unassigned. Based on assignment trends over the past 5 years, the currently available inventories represent 11 years of supply for full burials and 4.5 years of supply for cremation plots. The Committee acknowledged the urgency of identifying additional inventory over the next 12-18 months.

In order to help free up existing inventory, the Committee discussed and agreed that action should be taken to clear the undergrowth preventing burials in the northwest portion of the Cemetery just outside the main paved road through the Cemetery. The Committee also discussed the need to notify plot holders whose plots now contain large trees or groups of trees that would prevent burials in the plot.

Action Item: Mr. Dunbar will work with facilities and seek the President's approval to move forward with the cleanup.

Action Item: The Board Office will begin to contact plot holders who are assigned plots are not currently usable due to tree growth on the plot.

IV. Update on Parking Issues Near Cemetery

Mr. Dunbar reported on recent discussions with IPTAY regarding football parking in the northwest portion of the Cemetery closest to the football stadium. After the discussion, the Committee expressed its wishes that IPTAY not use the upper part of the parking area in question during the 2014 football season, and that all parking in the area be eliminated for the 2015 season. The Committee also agreed that a study should be made of possible temporary or permanent barriers to prevent parking in the area in question.

Action Item: Mr. Dunbar will report the Committee's request to IPTAY.

Action Item: Mr. Dunbar will contact Gerald Vander Mey about options for parking barriers.

VI. Update on Marketing Virtual Cemetery Tour

Mr. Dunbar reported that the link to the Virtual Cemetery Tour had been distributed via the Echo Newsletter 5 times between June and January, with a total of 1512 clicks.

VII. Presidential Visit

President Clements stopped by the meeting for a few minutes to introduce himself, meet the Committee and express his appreciation for the Committee's work.

VII. Adjourn

The meeting was adjourned at 4:00 p.m.

Location: Conference Call

Attendees: Matt Dunbar, *Chairman*, Barry Anderson, Wil Brasington, Rose Ellen Davis-Gross, Bob Green, Jim Hendrix, Milt Lowder, Gerald Vander Mey

I. Welcome and Call to Order

Mr. Dunbar called the meeting to order at 3:03 p.m.

II. Approval of Minutes of June 13, 2013

The minutes of June 13, 2013 were approved without amendment.

III. Financial Report

Wil Brasington reported a current cash balance of \$46,002.34.

IV. Review of Notes and Action Items of January 17, 2014

A. Updated Cemetery Policies & Procedures

The Committee reviewed key changes approved by the Board of Trustees in October. Ms. Davis-Gross reported that no issues have arisen to date regarding the change in policy to provide plot reservations rather than specific plot assignments. She also reported that she has been in contact with local funeral homes and the state Cremation Society to advise them of requirement that no internments will take place without prior approval of the Board Office.

B. Plot Inventory Review

The Committee reviewed plot inventory data previously reported in January. Mr. Dunbar advised that short term efforts are underway to clear the undergrowth preventing burials in the northwest portion of the Cemetery. Ms. Davis-Gross reported that her office will employ an intern this summer who will begin the process of notifying and reassigning plot holders whose plots are unusable due to tree growth. Mr. Dunbar advised that a primary agenda item for the next meeting will be consideration of longer term solutions/expansions to increase available inventory.

C. Update on Parking Issues Near Cemetery

Mr. Dunbar reported that he has advised IPTAY of the Committee's desire to partially reduce football parking in the northwest portion of the Cemetery during the 2014 football season, and fully for the 2015 season. He will report back to the Committee when plans for 2014 are finalized. The Committee also agreed that more appropriate physical boundaries/barriers need to be installed to prevent parking on sensitive Cemetery grounds in the future, and will make this a primary agenda item for its next meeting.

V. Committee Chairmanship

Chairman Dunbar announced that nominations are open for Committee Chair and an election will be held at the next meeting.

VI. Next Meeting

The Committee discussed a target date for its next meeting in mid-August.

VII. New Business

No new business was raised.

VIII. Adjournment

The meeting was adjourned at 3:29 p.m.

Location: President's Conference Room, 201 Sikes Hall

Attendees: Matt Dunbar, *Chairman*, Wil Brasington, Bob Green, Jim Hendrix, Milt Lowder, Gerald Vander Mey

I. Welcome and Call to Order

Mr. Dunbar called the meeting to order at 3:09 p.m.

II. Approval of Minutes of April 24, 2014

The minutes of April 24, 2014 were approved without amendment.

III. Financial Report

Mr. Brasington reported a current cash balance of \$46,273.09. Mr. Dunbar reviewed prior fundraising activities, including total pledges of \$128,125, and total cumulative giving of \$330,077 since the Committee's formation in late 2000.

IV. Football Parking Issues

- a. Mr. Dunbar reported that he has been in dialog with IPTAY representatives who have assured the Committee that marked gravesites in the expansion area of the Cemetery will be roped off from parking during the 2014 football season. Going forward, the Committee will continue to work with IPTAY to manage down the volume of parking in the area as more gravesites are marked and used.
- b. The Committee discussed the need for a long-term solution to appropriately mark the boundaries of the Cemetery in that area to protect and beautify the space. Mr. Vander Mey agreed to begin studying options for landscaping the area in such a way to produce the desired effect.

Action Item: Mr. Vander Mey will report back at the next meeting on potential options for marking the boundaries of northwest expansion area of the Cemetery.

V. Tree Issues

- a. Mr. Dunbar reported that he met with Adrienne Gerus and Paul Minerva in July to review the undergrowth in the expansion area in the northwest section of the Cemetery near the access road. After discussion, the Committee approved a budget of \$1000 to pay Facilities to clean up the undergrowth in the area to make it available for plot assignments.
- b. Mr. Dunbar reported on behalf of Rose Ellen Davis that 25 families had been contacted regarding assigned plots which were no longer usable due to tree growth. Half the families have responded to date with several choosing to be moved and several others opting for cremation.

VI. Plot Inventory

- a. Mr. Dunbar provided an update on current plot inventory, including 121 unassigned full burial plots and 23 unassigned cremation plots. At current assignment rates, the inventory is expected to last roughly 10 years for full plots and 5 years for cremation. After discussion, the Committee agreed that steps should be taken now to prepare for a survey of space in the southeast portion of the Cemetery for a potential future expansion area.

Action Item: Mr. Vander Mey agreed to investigate the costs for commissioning the appropriate surveys.

V. Committee Chairmanship

The Committee nominated and unanimously elected Mr. Vander Mey to serve as Chairman.

VII. Adjournment

The meeting was adjourned at 4:04 p.m.